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20 February 1953

PERSONNEL DIRECTOR MEMORANDUM NO. 8-53

SUBJECT: Cancellation of Applicant Processing

REFERENCE: PD No. 7-51, dated 11 September 1951

1. Cancellation of applicant processing and reactivation of recruitment requests will be accomplished by means of the revised Form 37-129, Cancellation of Applicant Processing (Attachment 1). The revised Form 37-129 is a snap-out type form (in seven copies), which will be prepared and distributed as indicated below. The new procedures will be effective upon receipt of stocks of the new form.

2. Instructions for the preparation of the Form 37-129 are attached hereto (Attachment 2). The form is prepared in the Transactions and Records Branch immediately upon notification by the appropriate Placement Branch.

3. In cases of declination by an operating office ("Office no longer interested") the appropriate Placement Branch will immediately refer the case to operating offices under their jurisdiction having position vacancies for which the applicant is qualified. If a suitable vacancy is not located in this area the file will be referred to the other Placement Branch for similar action. If, after ten days of placement activity, it is evident that a placement will not be accomplished, applicant processing will be cancelled in conformity with this procedure. Referral activity in these cases will be undertaken only after the Placement Branch has made a check with the Inspection and Security Office, by phone, to determine whether or not the security investigation thus far completed has indicated the individual's suitability for employment with the Agency.

4. Distribution of Form 37-129:

- a. Original and one copy - Personnel Procurement Division (copy for AFS).
- b. Copy - Research and Planning Staff (Room 1115, I Building).
- c. Copy - Machine Records Branch.
- d. Copy - Inspection and Security Office.
- e. Copy - Requesting Office.
- f. Copy - Medical Office.

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5. The daily transmittal list forwarded to the Machine Records Branch by the Transactions and Records Branch will include a list of the individuals on whom Forms 37-129 have been processed during the preceding period.

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GEORGE E. MELOON
Personnel Director

Attachments:

- 1 - Cancellation of Applicant Processing Form (Form 37-129, revised).
- 2 - Instructions for Preparation of Cancellation of Applicant Processing Form.

- 2 -

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